



**CITY OF SUNNYVALE**  
**BMR RENTAL HOUSING PROGRAM**  
456 W. Olive Avenue  
Sunnyvale, CA 94086  
(408) 730-7456  
(408) 737-4906

**FORMS AND REFERENCE**

FORM NUMBER	REVISION DATE	TITLE	DUE DATE TO CITY
R-1	April '05	BMR Housing Terms Definition	N/A – For Reference
R-2	April '05	Maximum Income Levels and Maximum Rents	N/A – For Reference
R-3	April '05	Application to Rent a BMR Unit	<ul style="list-style-type: none"><li>❖ Apartment Complex File Records During Lease Application</li><li>❖ To be available during inspections/ audits in the tenant file</li></ul>
R-4	April '05	Annual Certification of Eligibility for Wait List	<ul style="list-style-type: none"><li>❖ Annually during placement on the Wait List Annually (From Mar 1 thru Feb 28) due April 1)</li><li>❖ Quarterly Reporting (April 1, July 1 and August 1, and Jan 2)</li></ul>
R-5	April '05	Addendum to BMR Lease	<ul style="list-style-type: none"><li>❖ Apartment Complex File Records During Lease Application</li><li>❖ To be available during inspections/ audits</li></ul>
R-5A	April '05	Addendum to BMR Lease for Additional Occupants	<ul style="list-style-type: none"><li>❖ To remain in tenant file and available during audit.</li></ul>
R-6	April '05	Annual Certification of Occupancy and Income By BMR Renters	<ul style="list-style-type: none"><li>❖ To be attached to Annual Report Annually (From Mar 1 thru Feb 28) due April 1)</li><li>❖ One Anniversary of Lease Renewal</li></ul>
R-7	April '05	Receipt of BMR Rental Administrative Procedures by Rental Owners/Managers	<ul style="list-style-type: none"><li>❖ N/A – For Records</li></ul>

FORM NUMBER	REVISION DATE	TITLE	DUE DATE TO CITY
R-8	April '05	Quarterly Wait List Certification by BMR Rental Owners	❖ Quarterly Reporting (Jan 2, April 1, July 1 and August 1)
R-10	April '06	Annual Report	❖ Annually (From Mar 1 thru Feb 28) due April 1)
R-10A	April '05	Annual Report on Status of Units and Renters- Move-Ins	❖ Annually (From Mar 1 thru Feb 28) due April 1)
R-10B	April '05	Annual Report on Status of Units and Renters - Existing Tenants	❖ Annually (From Mar 1 thru Feb 28) due April 1))
R-10C	April '05	Annual Report on Status of Units and Renters - Move-Outs	❖ Annually (From Mar 1 thru Feb 28) due April 1)
R-10D	April '05	Annual Report on Status of Units and Renters - Vacant Units	❖ Annually (From Mar 1 thru Feb 28) due April 1)
R-11	April '05	Annual Tenant Re-Certification	❖ To be attached to the Annual Report
R-12	April '05	Wait List Log Form	❖ Regular Use by Apartment Complex ❖ To be attached to the Quarterly Reporting (Jan 2, April 1, July 1 and August 1)
R-13	New May '05	Certification of No Existing Wait List	❖ As Needed
R-14	New	City Approval of Complex Employee to Rent a BMR Unit	❖ As Needed
R-15	New	BMR Wait List Application Form	❖ As needed ❖ Should be included with Wait List Binder
	June '05	Income Verification Calculation Worksheet	❖ N/A ❖ During initial lease and annual re-certification
	June '05	Priority Preference Verification Calculation Worksheet	❖ N/A ❖ During initial lease process
		Checklist – Tenant File	❖ N/A, for Reference
		Checklist – Leasing Process	❖ N/A, for Reference
		Checklist – Priority Preference Documents	❖ N/A, for Reference
		Checklist – Site Audit	❖ N/A, for Reference
		Reporting Schedule	❖ N/A, for Reference